



**Shelter Assistant, 2nd & 3rd Shift
(Relief Staff, Part-Time)
Men's Shelter of Charlotte, Inc.**

Posting Closes: Open Until Filled

We are seeking qualified and enthusiastic **part-time relief Shelter Assistants** for both second and third shifts, during the week and weekends, at both the N. Tryon Street and Statesville Avenue shelters. Please include your availability in either your email or cover letter.

\$13 an hour

Application Instructions: Interested applicants must submit the following:

- Cover letter highlighting experience and desire to work as a Shelter Assistant
- Resume (include complete work history)
- Contact information (including phone, address, and email) for 4 to 5 professional references. References will be checked.

Submit completed application materials via email only to HR Assistant at

Resumes@MensShelterofCharlotte.org

Please include "Shelter Assistant" in the subject line.

POSITION SUMMARY:

The Shelter Assistant is responsible for supporting the daily management of the shelter including meeting the basic needs of all clients, operational needs of the shelter, and facilitating service delivery to clients in the emergency shelter. Shelter Assistants work under the guidance of the Shelter Supervisor in charge of the assigned shift.

ESSENTIAL FUNCTIONS:

1. Provides basic needs assistance to clients accessing the shelter.
2. Monitors facility activities to ensure a smooth delivery of services, effective and safe facility operations, and coordination of care with case managers and other agency personnel.
3. Completes data entry, reports, daily logs and other paperwork.

OTHER RESPONSIBILITIES:

1. Participates in staff training and development activities as directed.
2. Performs other duties as directed by supervisor.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A Bachelor's degree and a minimum of one year of relatable experience, or a combination of relevant experience and education to effectively perform the position's expectations is preferred. High school diploma or equivalent is required. Prior experience working with homeless populations and experience working in a homeless shelter are preferred.
2. Knowledge of issues related to homelessness; effective intervention techniques; and teamwork.
3. Skill required to: plan and carry out shift activities; communicate effectively orally and in writing; interact appropriately with service partners, governmental agencies, volunteers, visitors, and clients; prepare and present reports.

WORKING ENVIRONMENT:

Requires work in a fast paced environment with diverse people including persons with mental illness and substance abuse. Requires much physical movement and multitasking. May require extended shifts during weather or other emergencies. Shift assignments and schedule will vary and be dependent upon shelter staffing needs. A clean criminal background record check is required.

Men's Shelter of Charlotte is an Equal Opportunity Employer.
For more information about Men's Shelter of Charlotte please visit www.MensShelterofCharlotte.org